

**Corporation/Limited Liability Company
Certificate of Authorization Application
Application Instructions**

Review and Approval of Applications

Received applications are reviewed for completeness of information and documentation. Approved applications are licensed monthly. The board staff will verify firm's status through the records of the Secretary of State. If the application is incomplete or the firm is not on active status with the Secretary of State, the application will not be approved and the applicant will be notified.

Registration with the Secretary of State

Prior to being considered for authorization to practice from the board, the corporation/limited liability company must be registered and authorized by Washington's Secretary of State. For the current requirements established by the Secretary of State, call (360) 753-7115, fax (360) 664-0055, or e-mail corps@secstate.wa.gov.

Businesses That Must be Authorized by the Board.

- Corporations
- Joint Stock Associations
- Limited Liability Companies

PLLCs, PS corporations, and professional corporations, as registered with the Secretary of State, are exempt

Designated Licensees

All those persons who are designated in "Responsible Charge" must be currently licensed in Washington as either a PE or LS. Firms with "branch" offices in the state of Washington are required to designate the professional engineer and/or professional land surveyor who is in responsible charge for the services offered at the branch location.

Submitting the Application

Send the completed application form and required payment to the Board's office at PO Box 9048, Olympia, WA, 98507-9048. All applications must be accompanied by payment of the required application fee of \$150.00. Checks or money orders should be made payable to the Washington State Treasurer (WST).

Applications received without payment cannot be processed.

**Upon Filing, This Application Becomes a Public Record and is
Subject to Public Disclosure Provisions Under RCW 42.56**

**Corporation or Limited Liability Company
Registration Application**



FOR VALIDATION ONLY

Fee: \$150

**This application is hereby made by the undersigned
for authorization to offer engineering and/or land
surveying services in the state of Washington as
provided by RCW 18.43.130(8).**

Make check or money order payable to: State Treasurer
Send this application with your fee to:
PO Box 9048
Olympia, WA 98507-9048

Business Name			
Mailing Address		City	State Zip
Person Completing Application	Telephone No. ()	FAX No. ()	E-mail Address
Types of Services Offered <input type="checkbox"/> Engineering <input type="checkbox"/> Land Surveying <input type="checkbox"/> Both			
Name of Designated Engineer in Responsible Charge of Washington Engineering Activities			Washington License No.
Name of Designated Land Surveyor in Responsible Charge of Washington Land Surveying Activities			Washington License No.

Branch Offices

Branch Office Addresses in Washington, if Applicable (<i>Attachments May be Used</i>)		
Name of Each Person in Responsible Charge of Engineering or Land Surveying Services For Each Washington Branch Office Listed Above (<i>attach additional sheet if necessary</i>)		
Name	Branch Location	Washington License No.
Name	Branch Location	Washington License No.
Name	Branch Location	Washington License No.

Documentation Required With Application:

- ☐ **Application and fee of \$150.00**
- ☐ **Affidavit of Professional Engineer and/or Land Surveyor (page 3 of this application)**
- ☐ **Certified copy of resolution executed by the firm's directors naming the designated engineer, or land surveyor, or both (page 4 of this application)**

Certification

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct

Signature **X** _____ Date _____

CORPORATE/LLC OFFICER OR MANAGER

City and State of certification _____



Designated Engineer / Land Surveyor Affidavit

I, _____ the undersigned, on my oath first being duly sworn, state that I am registered as a professional _____, license number _____. On _____, 20 ____, I was named as the _____ in responsible charge by a resolution of the Board of Directors, or company manager(s) of, _____. I understand that this designation makes me responsible to ensure the firm's practices and/or land surveying performed by this firm in Washington State. I further state that I am an employee of said firm and that I am not designated as the _____ in responsible charge for any other firm or business in the state of Washington. In the event I cease to serve as the _____ in responsible charge, I shall provide written notice to the board within 30 days of such change.

Dated: _____, 20_____.

(Professional Engineer's Seal)

By: X _____
Signature of Designated Professional Engineer

Dated: _____, 20_____.

(Professional Land Surveyor's Seal)

By: X _____
Signature of Designated Professional Land Surveyor

Sworn to before me this _____ day of _____, 20_____.

_____ Notary Public in and for the state of _____

_____ Residing at _____

_____ My commission expires _____



Corporation/Limited Liability Company Resolution

On _____, _____, who is currently licensed as a
Date Name of Licensee
professional _____ in the state of Washington under license number _____,
Engineer/Land Surveyor
was appointed the designated licensee in responsible charge for the practice of engineering and/or land
surveying performed by _____.
Corp. or LLC Name

The designated licensee has full authority to make all final engineering and/or land surveying decisions
on behalf of this firm for such work performed for projects in the state of Washington.

This resolution further states that the bylaws of the corporation or limited liability company agreement
shall be amended in accordance with RCW 18.43.130 pertaining to engineering or land surveying decisions
made by the designee.

Signed by: _____
Corp. Officer or LLC Manager

Title: _____

Date: _____, 20 ____